



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 9, 2010

Wallace Brithinee, President & Owner  
Brithinee Electric  
620 South Rancho Avenue  
Colton, CA 92324

Dear Mr. Brithinee:

RE: FINAL MONITORING VISIT REPORT FOR BRITHINEE ELECTRIC RETRAINING II SB  
ET08-0380

Date of the Visit:	1/06/10
Beginning/Ending Time:	11:00 – 2:30pm
Date of Last Visit:	12/16/08
Visit Location:	Colton, California
Persons in attendance:	Wallace Brithinee, President & Owner, Brithinee Electric (Brithinee); Lynda Butek, Manager, Brithinee; and Suzanne Godin, ETP Contract Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	3/03/08-3/02/10	Agreement Amount:	\$49,920
Training Start Date:	3/11/08	No. to Retain:	48
Date Training must be Completed:	12/02/09	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	40

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

## **FINAL REPORT SUMMARY:**

### **• AGREEMENT HISTORY**

Brithinee Electric (Brithinee) is a small remanufacturer of engine and motor parts. This is Brithinee's second ETP Agreement, which was approved as a small business project at the February 2008 Panel Meeting. Training began on 3/11/08. Ms. Butek reported that all training was completed on 11/24/09 which allowed for the 90-day retention period to be completed by the term ending date of the Agreement (3/02/10)

### **• INTERVIEW WITH THE CONTRACT REPRESENTATIVE, LINDA BUTEK**

Ms. Butek stated that the intent of the second ETP agreement was to build upon the skill sets acquired in the first small business project, and train employees who had not participated in the first contract. Brithinee performed well in its first contract; however, balancing the needs of production and training was more difficult the second time around. The company also began the planning and initial construction of its new building, which took up far more time than anticipated. Employees who had served as in-house trainers in the past were involved in the design and permit stage of the construction; and therefore, not available to deliver the amount of training planned for.

Although the company delivered far less training than planned, both you and Ms. Butek stated that the ETP-funded training had been a positive experience and that without the assistance of ETP, Brithinee would not have been able to provide any formal, structured training. You stated that a noticeable change has been the increased confidence of production workers who are more willing to take responsibility for problem solving and are more empowered to make continuous improvement suggestions and interact with management. Your employees now function as a team and have a better understanding of and respect for each other's jobs and how one individual's performance affects the rest of the company.

Lastly, Ms. Butek reported that the ETP on-line record keeping system was extremely user friendly and that Ms. Godin was always available to provide technical assistance when necessary.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	46	<b>Completed Training:</b>	22
<b>Trainees Enrolled:</b>	58	<b>Completed Retention:</b>	11
<b>Dropped Following Enrollment:</b>	26	<b>In Retention Period:</b>	11
<b>No. Completed Minimum Reimbursable Hours :</b>	22		

### **DISCUSSION OF PROJECTED EARNINGS:**

The Agreement's training plan specified that trainees would be provided with a minimum of 8 to a maximum of 60 hours of class/lab training. Twenty-two (22) trainees (46% of planned retentions) completed the specified range of class/lab hours (8-60) and retention period. Brithinee tracked 411 eligible hours on the ETP class/lab tracking system for the aforementioned 22 trainees. Therefore, Brithinee is eligible to earn \$11,050 (22% of the encumbered amount) if all other agreement conditions are met. As of the date of this report,

invoices had not yet been submitted. Ms. Godin reminded both you and Ms. Butek that the final fiscal closeout invoice must be submitted within 30 days of the last day of the contract, or by 4/02/10. If more time is needed to submit the closeout invoice, please contact ETP's Fiscal Manager, Kulbir Mayall.

**SUBAGREEMENTS:**

***Training Vendor Subcontracts:***

Training vendors performing ETP training?	Yes
If yes, is all training vendor information on file for training vendors who have provided training?	Yes
Has all vendor information been entered in the on-line ETP 100D for all vendors who have provided training?	Yes
<b>Vendor information reviewed during meeting:</b>	
Desktop Services, Inc. Fountain Valley, CA - \$150.00 per hour for the delivery of class/lab training hours in Computer Skills for Work Order Tracking Software.	

**ATTENDANCE ROSTERS:**

Attendance Rosters reviewed:	3/11/08-11/24/09	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
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**INTERVIEWS:**

Number of Trainees Interviewed:	3	Range of time employed by Contractor:	2.5 yrs. – 13 yrs.
Occupations of Trainees Interviewed:	Machinist, Control Tech, Production Lead		

**AUDIT:**

Brithinee will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at [sgodin@etp.ca.gov](mailto:sgodin@etp.ca.gov) within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Regional Office



Suzanne Godin, Contract Analyst  
San Diego Field Office

cc: Lynda Butek, Brithinee Electric (via e-mail)  
Kulbir Mayall, Fiscal Manager  
Transparency File  
Master File  
Project File